**Subject:** Gantt Tracker

**Link**: <https://docs.google.com/spreadsheets/d/1D2eneWdbI5NWx5uhnd6xKJYJ68xOpg7f95afPp-l3S4/edit?gid=2023653090#gid=2023653090>

Attached is link to the fully automated Gantt chart for project tracking, built in Google Sheets. It includes:

* Task sidebar input and Drive folder creation
* Dynamic 12-week timeline that updates automatically
* Holiday and weekend logic
* Milestone tracking, filtering, and PDF export
* Automated daily summary email to the project manager

Please check the **Instructions tab** for full usage guidance.

“Project” Menu Items

| **Menu Item** | **Function Name** | **Purpose** |
| --- | --- | --- |
| Initialize Project | initializeProject() | Create folders + links |
| Add Task… | showAddTaskSidebar() | Open sidebar input |
| Recalculate All | recalculateAll() | Refresh formulas |
| 📤 Export Gantt as PDF | exportGanttAsPDF() | Save printable version of Gantt |
| 📨 Send Daily Summary | dailySummary() | Email overview of task status |